

# McGraft Park Community Building Reservation Application

**Please return all copies with payment to: City of Muskegon, Engineering Department, P.O. Box 536, Muskegon, Michigan 49443-0536.** After being approved by the Department, one copy will be returned to contact person. Please visit our website at [www.shorelinecity.com](http://www.shorelinecity.com) for more information.

RENTAL LOCATION	IF YOU CALL AND MAKE YOUR RESERVATION BETWEEN SEPT. 30 <sup>TH</sup> -APRIL 14 <sup>TH</sup> <small>Pay this Discounted Rate</small>	*IF YOU CALL AND MAKE YOUR RESERVATION BETWEEN APRIL 15 <sup>TH</sup> – SEPT. 29 <sup>TH</sup> (And your event falls within these dates) <small>Peak Season Rate</small>	REFUNDABLE CLEANING DEPOSIT	RESERVATION REVISIONS (Each Request)
McGraft Park Bldg. 2204 Wickham	\$100.00 Per time session	\$125.00 Per time session	\$50.00	\$15.00 each request
McGraft Music Bowl	\$45.00 per hour/includes access to power (Minimum of 2 hour rental period required)	\$45.00 per hour/includes access to power	N/A	\$15.00 each request

**ALL FEES (+ Deposit) ARE DUE AT THE TIME WE SET YOUR RESERVATION. NO HOLDS. We also have a No Refund Policy for any cancellations.**

### Available Time Slots for Building Rental (Weekdays Mon-Thurs)

8:00 AM UNTIL 12:00 PM AND/OR 1:00 PM UNTIL 5:00 PM (Circle One)

### Available Time Slots for Building Rental (Weekends = Fri-Sun)

11:00 am-4:00 pm OR 5:00 pm-10:00 pm (These are set time blocks, NO EXCEPTIONS)

Date(s) of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ to \_\_\_\_\_

Name of Event/Organization Using Facility: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Thank you for your interest in the City of Muskegon's Parks and Facilities. I have read both sides of this form, and agree that my group and I will abide by all policies and rules contained herein. Please sign and return ALL copies of this agreement.**

Signature of person assuming responsibility: \_\_\_\_\_

Staff Authorizing Reservation Permit: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Security/Cleaning Deposit of \$50.00 paid by: Cash \_\_\_\_\_ Hold Check# \_\_\_\_\_ Credit Card \_\_\_\_\_

RENTAL FEE RECEIVED \$ \_\_\_\_\_ DEPOSIT AMT. \$ \_\_\_\_\_ Transaction # \_\_\_\_\_ Payment Date: \_\_\_\_\_

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To assist in payment, we accept: Discover, MasterCard and Visa

Card Acct. Number \_\_\_\_\_ Discover ☐ MC ☐ Visa ☐ Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_ SC \_\_\_\_

Signature \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_

If there is any problem with the facility, call 231-724-6707, 9-5 weekdays; after 5:00pm and weekends call 231-737-2680.

## **Rules and Regulations: Please read carefully. Revised 01/2013**

1. A Security deposit of \$50.00 is required for the rental of the McGraft Park Building. All deposits will be **refunded** within 30 days *if* proper clean-up is completed and no breakage or damage has occurred. It is the responsibility of the renter to notify the department employee on duty of their activity completion and readiness for site inspection. Failure to have the facility inspected at the completion of the rental term may result in loss of the renter's deposit.
2. You must be 18 years of age to rent any of our facilities.
3. Additional charges for damage or excessive wear may also be applied if conditions warrant.
4. **NO PERSON SHALL POSSESS OR CONSUME ALCOHOL IN ANY CITY OF MUSKEGON PARK OR FACILITY.**
5. **No refunds will be made for any cancellations.**
6. Rental times include time utilized for set up and clean up. Be sure to allocate enough time in your reservation for both set up and clean up. You will be billed for any additional clean up time required beyond your reservation per hour. All facilities must be returned to the condition in which they were found. This includes replacing tables and chairs to their pre-rental state, and disposing of all garbage and refuse in dumpster. Please reference the Cleaning Check List for a complete list of maintenance items. Security deposit will be forfeited if proper cleanup is not done (**see rule 9**). We only open the doors one half hour prior to your rental time.
7. You must provide your own cleaning supplies. (Dish soap, towels, etc.)
8. A City Staff person will arrive ½ hour prior to your scheduled event time. That staff person will unlock and lock the building. Any directions or instructions of the City staff person are to be abided by for the safety and security of the building and all its users. Please report any safety issues immediately to that person. The City staff person has the authorization to stop or modify the event if deemed necessary or if the information in the application is found to be false. **DO NOT LEAVE THE BUILDING UNATTENDED. If your event ends earlier than planned, you must notify the caretaker in advance.**
9. You must clean the kitchen thoroughly due to health code reasons upon departure. Refrigerator, oven, stove (burners), sinks, coffeepots, counters and floors must be left clean. This includes wiping off tabletops, ensuring chairs are clean, removing all trash from floors (swept and mop spills), and wiping off all counter-tops and kitchen equipment, and removal of all supplies/food, ensuring all property/equipment is undamaged. Restrooms must be checked to see if all faucets are turned off. All decorations, tape, tacks, etc. must be removed. Security deposit will be forfeited if proper cleanup is not done
10. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other materials are prohibited unless specific written approval is obtained.
11. The City of Muskegon assumes no responsibility, financially or otherwise, for accidents or injuries sustained by individuals or groups of individuals using any facility.
12. To help protect the environment and wildlife, we ask that you do not throw rice or confetti, or release any balloons. You may, if you like, use bubbles or birdseeds.
13. There shall be NO digging or staking in the ground.
14. There are NO special rates for non-profits or special interest groups.
15. **If there are any problems with the facility, call 231.724.6707, 9-5 weekdays. After 5:00pm, weekends and holidays, please call 231.737.2680. You can reach our Caretaker, Willie Cunningham at 231.329.2590**

**Thank you for your continued use and support of OUR City of Muskegon's Park Facilities and Picnic Shelters. Visit us on the web at [www.shorelinecity.com](http://www.shorelinecity.com)**